

S-E-C-R-E-T

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040036-3

REPORTS INVENTORY

CONTROL NO

DDS/OTR/OS-5

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Course Schedule Projection

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒ TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annually

6. DISTRIBUTION (No. of components not
number of copies)

1 (OTR/ISS)

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OTR 25-1, Training Records and Registry

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OTR/OS/ST

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

0

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = | COST PER YEAR |
|-------|----------------|---|---|--------------------|---|---|---------------|
| GS-15 | 12.80 | 40 | | 512.00 | 2 | | 1024.00 |
| GS- 7 | 4.50 | 2.5 | | 11.25 | 2 | | 22.50 |

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

1046.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Required for information of all Agency components so they can plan assignments
of students to courses.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

☐ STA